



**Department of Development Services – West Region**  
**JOB OPPORTUNITY**  
**DEVELOPMENTAL SERVICES CASE MANAGER**  
**INDIVIDUAL AND FAMILY SUPPORT DIVISION – TO BE DETERMINED**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Lateral transfers or Candidates on current EXAM List

**Job Title:** Developmental Services Case Manager

**Location:** Individual and Family Support Division (IFS) – To Be Determined

**Job Posting No:** 0109237

**Hours:** Monday – Friday 9:00am – 4:30pm; RDO's Saturday, Sunday. (Ability to flex schedule into the evening in response to consumer needs and emergency situations)

**Salary:** \$2,263.95 - \$3,065.62/bi-weekly (New Hires to state service start at minimum of range)

**Closing Date:** August 11, 2014

**Eligibility Requirement:** This is a **competitive position**. Candidates must have applied for and passed the **Developmental Services Case Manager** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:** Duties consistent with the Developmental Services Case Manager job classification. Will be responsible for working collaboratively with others to provide efficient, timely response to families/individuals between the ages of 18 and 22, (or as early as 16 years of age), who require support during their transition into employment or vocational programs. The DS Case Manager will work effectively to meet regional and state goals for efficiency; provide data as needed on supports provided, provide information to families and individuals regarding DDS services and community supports and services, give information to individuals, guardians and families regarding their legal rights, departmental policies and procedures, and services provided. This may also include providing information about DDS to other state and community agencies, including schools. Additional responsibilities will include coordinating requests for IFS resources (family support workers, behavioral, nursing, educational supports, etc.), processing Individual and Family Grants upon request from DDS families/individuals, assisting with exploring employment options and vocational supports, assisting with benefit and entitlement applications and submitting requests from families to use DDS Respite Centers. May assist families with DDS Respite Center Applications, respite requests and confirmation of respite stays as well as update eCAMRIS information on individuals when informed of changes. Responsibilities will also include maintenance of electronic files (database) of information on each individual and writing electronic case notes. Will track future grads, age-outs and benefit applications, coordinate guardianship requests from the Probate Courts for individuals that are in this unit (Initial or 3-year and maintain master eligibility/case files, add any new information/evaluations received, respond to crisis situations; triage referrals, respond to the Office of Protection & Advocacy, complete protective services plans IPSP; PSPs, transfer cases eligible for case management assignment to the case management supervisor of the corresponding geographical area. Additional responsibilities include completing and processing family requests for additional supports through PRAT, including completion of assessment tools (LON, Priority Checklist). The DS Case Manager will assist with development and implementation of regional resource fairs and DDS family informational sessions. Performs related duties as required.

**Knowledge, Skills and Abilities:** Considerable knowledge of services available to persons with developmental disabilities; knowledge of residential programs for persons with developmental disabilities; knowledge of interdisciplinary approach to program planning; knowledge of developmental disabilities, causes and treatment; considerable skill in facilitating positive group process; interpersonal skills; oral and written communication skills; considerable ability to

translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; ability to utilize computer software.

**General Experience:** Six (6) years of experience in working with individuals with intellectual or other developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a consumer's plan of service.

**Special Experience:** Two (2) years of the General Experience must have involved responsibility for developing; implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education or rehabilitation

**Substitutions Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience. A Master's degree in Social Work may be substituted for the General and Special Experience. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience. For State Employees one (1) year as a Social Worker with some experience working with individuals with developmental disabilities may be substituted for the General and Special Experience. For State Employees two (2) years as a Supervising Developmental Services Worker 1, Supervising Developmental Services Worker 2, Developmental Services Supported Living Worker or Developmental Services Adult Services Instructor may be substituted for the General and Special Experience.

**Special Requirements:** Incumbents in this class may be required to possess fluency in a foreign language for designated positions. Will need to have exceptional organizational skills to ensure Medicaid Waiver Compliance. Experience with the IP6 budget system plus. A valid Connecticut Driver's license is required, will be required to travel.

**When assigned to a caseload of individuals, the majority of who reside in Intermediate Care Facilities must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations.**

**Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.**

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series:** Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

***Incomplete application materials will not be considered.***

**Send application materials to:**

**Department of Developmental Services — West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Attn: Yolette Tappin  
Fax: 203-574-8857**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and consumers with disabilities.